PRE-APPROVAL REQUEST FOR <u>DEBITS</u> TO THE *TUITION BENEFIT ACCOUNT* FOR DEPARTMENT-INITIATED TRAINING
R. 01/18/2013

A **<u>Department</u>** may request to **<u>*debit*</u>** the *Tuition Reimbursement Special Purpose Account* for department-initiated training in cases where a City department paid a vendor <u>directly</u> and is asking Employee Relations for a ***credit*** from the *Tuition Reimbursement Special Purpose Account*. **These requests would be appropriate if the cost of the training represents a significant expense to the employee.**

As *Tuition Reimbursement* is an employee-directed benefit, ***agreeing*** to use this benefit is <u>at the discretion of the **employee**</u>. **Only pre-approved** requests for department-initiated training will be credited to departments from the *Tuition Reimbursement Special Purpose Account*.

DEPARTMENT NAME:			
<u>***SEMINAR, CONFERENCE OR COURSE TITLE***</u>:		**Start Date** *(mo/day/yr)*	**End Date** *(mo/day/yr)*
Number of Employees: _____ *Cost per employee:* $_____		**(Total Cost): $** _____	
Dept. representative please sign here →			**Date:**
PRINT name here →			

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I N S T R U C T I O N S *(after approval by DER):*
You will receive an *approval determination* via E-mail from ***Andrea Knickerbocker***, Human Resources Manager ***or Judy Kammermann***, Program Assistant II.

If you receive approval, please submit the following documents within **<u>four weeks</u>** of the date the training was paid, but no later than ***December 31st*** of the year in which the course, seminar or conference **<u>began</u>**. ***QUESTIONS?*** Contact Andrea Knickerbocker at x3387.

1) **IRI Form** *(Interdepartmental Requisition and Invoice)* – **Please include the following information on the IRI** *(attach a separate sheet if the following cannot fit on the IRI)*
   - ☑ **Title** of the Course, Seminar or Conference
   - ☑ **Starting and Ending Dates** of the Course, Seminar or Conference
   - ☑ **Employee Name <u>AND</u> Employee ID Number** *(6-digit PeopleSoft)*
2) **Voucher** *(Attach a copy of the voucher showing payment was made.)*

NOTE: The IRI will not be processed by DER until the completion date of a course, seminar or conference. Employees must have <u>successfully completed</u> the course, seminar or conference in order to use their Tuition Benefit.

<u>IMPORTANT!</u> Employees should **<u>NOT</u>** complete the online tuition reimbursement application through employee self-service. *This form serves as approval from the department.*

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